



## **NEW JERSEY BOARD OF PUBLIC UTILITIES**

**DIVISION OF ENERGY  
LICENSING AND REGISTRATION  
Two Gateway Center  
Newark, NJ 07102**

### **ENERGY AGENT AND PRIVATE AGGREGATOR REGISTRATION RENEWAL INSTRUCTIONS**

(Also applicable for Energy Consultant)

**All requested information refers to requirements of the BPU's  
Interim Licensing and Registration Standards adopted on May 12, 1999.**

**All registrants must apply for renewal no later than 30 days before the expiration  
date of the current registration.**

- All renewal applications submitted to the Board of Public Utilities must be completed and include all fees, documents, schedules and attachments.
- Type or print all answers. Do not leave any questions unanswered. If a question is not applicable to you or if the answer is "none," please type or print N/A or NONE.
- Any question which is answered "yes" requires a detailed explanation. Attach a separate schedule providing details. Failure to provide adequate information will cause a delay in processing the renewal application.
- Renewal applications must be properly sworn to, signed and dated by:
  - Corporate president and secretary, if a corporation;
  - Member of the partnership and a witness, if a partnership; or
  - The sole proprietor and a witness if a sole proprietorship, in the spaces provided for attestation.
- Corporate seal or a facsimile of same must be affixed in the case of a corporate applicant. Signatures must be witnessed by a notary or attorney.

- Enclose certified check or money order payable to Treasurer, State of New Jersey in the amount of: Registration Renewal Fee - \$200

**For Energy Consultant Only**

In addition to the foregoing, provide a perfected surety bond (or other authorized security) in the minimum amount of \$10,000 that will be maintained throughout the period of registration.

Return completed form to:

**New Jersey Board of Public Utilities**

Attn: Licensing and Registration Unit  
Division of Energy  
Two Gateway Center  
Newark, NJ 07102